

ELECTRONIC MEMORANDUM

TO: Human Resources Directors

FROM: Sam Wilkins

DATE: February 15, 2008

SUBJECT: Leave Transfer Pool Reporting-Reminder

S.C. Code of Laws § 8-11-770 and State Human Resources Regulations 19-711.02 require the employing agency to maintain records on the Leave Transfer Program, such as sick and annual leave donated and used by recipients by total hours and cost. Agencies must submit information regarding the Leave Transfer Pool Program to OHR for the preceding calendar year by **March 1** of each year. Agencies may use the Leave Transfer Pool Annual Report Form located on our web site at <http://ohrweb.ohr.state.sc.us/OHR/leave.htm> and submit the information directly to OHR.

If you have any questions, please call your HR Consultant at 737-0900.